UNIVERSITY OF SOUTH CAROLINA

Hiring Document for Summer Employment
(For Faculty Only)

Summer Instruction (FTE Only)

Summer Instruction (TFAC Only)

Research/Extra Compensation (ECOM)

To Be Completed by Department							
USC ID:			Name: (Last, First, Middle)				
Dept. Name:			Dept. No.:		Campus Phone:		Ext.:
EE Primary Email:		Campus:		Job Location/Building:			Room No.
Supervisor Name:				Supv. Dept. No.:		Supv. Class/Slot:	

Summer Instruction							HR Use Only
Session	Dates	Course Number	Credit Hrs.	Basis	Base Salary	Payout	Class/Slot
				Total Summer Compensation:			

Research/Extra Compensation (ECOM) (FTE Only)										
Basis	Begin Date	End Date	# Days	Hours/ Day**	Base Salary***	Days Base Appt.	Daily Rate	Hourly Rate	Expected Earnings	HR Use

*** Part-time ECOM appointments. ***Based on previous academic year.*   Percent of Total Summer Compensation:

Justification:

Accounting Information								HR Use Only		Payroll Use Only		
Session/ECOM	Dept.	Fund	Obj. Class	Analytical	C	% of Acct.	Amount		Class/ Slot	PB	Semi	OR

To Be Completed by Division of Human Resources/Payroll					
Notes:					Ann. Sal.:
					Max. Amount:
EE Type:	Class Code:	Hrs./Week:		Hrs./Appt:	% of Ann.:
Campus:	TTV:	FLSA:	Check Dist.:		Timecard Dist.:
Faculty/Staff:	Withholding: FIT:	SIT:	FICA:	Retirement:	PORS:

Signatures	Dates	Signatures	Dates
Dept./Campus:		Principal Investigator:	
Dean:		Salary Administration:	
Chancellor*:		Payroll:	

*Provost approval is not required for academic units on the Columbia campus, unless otherwise indicated by the Office of the Provost.

For more information about summer employment, please review the Instructions for use of the PBP-2-s Hiring Document.   PBP-2-S Rev: 03/2017